



CITY OF HURRICANE

Dance Coordinator

Salary

\$10.00 - \$13.00 per hour, depending on experience

Part-time Position (approximately 18 hours per week)

Benefits

A benefit package is not offered with this part-time position.

Job Description

Position Summary

Provides leadership, coordination and scheduling for Dance programs and camps within the City of Hurricane. This is a part-time position consisting of approximately 18 hours per week.

Supervision Received

Works under the general supervision of the Fine Arts Coordinator and the Recreation Director.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Represents the Recreation Department at City of Hurricane meetings, public meetings, and other meetings upon request.
- Advises administration on issues related to services, staff concerns, and other issues affecting the success of the Fine Arts program.
- Ensures that all dance instructional programs are consistent throughout the city and abides by state and local law.
- Oversees dance, programs, and performances.
- Prepares dance schedules, shift schedules, reports, costume/class supplies ordering with supervisors' approval.
- Oversees, trains, and assists with hiring dance teachers and assistants.
- Strong communication, public relation, and interpersonal skills.
- Ability to read, analyze, and interpret spreadsheets, reports and email information.
- Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Assists recreation department with phone calls registrations, and customer service when necessary.

Minimum Qualifications

Qualifications, Education and Experience

- Minimum of (1-2) years of successful experience in teaching dance to youth or adults.
- Experience preferred in coordinating dance programs, after school programs, or youth related activities.
- Ability to become CPR certified within 3 months of hire.
- Must possess a valid driver's license.
- Successful completion of a background check and pre-employment drug screening required.

Typical Physical/Mental Demands/Working Conditions

Position performs in a typical indoor setting with appropriate climate controls but may be exposed to outdoor weather conditions. Walking, standing, stooping, sitting, reaching and light lifting. Talking, hearing and seeing essential in the performance of daily tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Considerable exposure to stress as a result of human behavior, including dealing with unpleasant, angry or discourteous individuals as part of the job requirements.

Condition of Employment

This position may be required to work extended or irregular hours such as nights, weekend and/or holidays. Hurricane City employment can require employees to occasionally work outside of their normal job duties to assist with city sponsored events and/or projects. The employee is expected to forgo normal work duties to assist with the completion of these events and/or projects. In the event of an emergency, employees are required to work to provide for the safety and well-being of the public, including the deliver and restoration of vital services.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

To Apply

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to hr@cityofhurricane.com. Refer questions to Human Resources at 435-635-2811 ext. 105. The City of Hurricane is an Equal Opportunity Employer.